

## MANAGEMENT SYSTEM – Use of Time

How should we be spending our valuable time?

### GUIDELINE

<b>APPROPRIATE counselor tasks</b>		<b>INAPPROPRIATE counselor tasks</b>
Individual student academic planning		Registration and scheduling of all new students
Interpreting cognitive, aptitude and achievement tests		Coordinating or administering cognitive, aptitude and achievement tests
Counseling students who are tardy or absent		Signing excuses/passes for students who are tardy or absent
Counseling students who have disciplinary problems		Performing disciplinary actions
Counseling students as to appropriate school dress		Sending students home who are not appropriately dressed
Collaborating with teachers to present guidance curriculum lessons		Teaching classes when teachers are absent
Analyzing grade-point averages in relationship to achievement		Computing grade-point averages
Ensuring that student records are maintained as per state and federal regulations and interpreting student records		Maintaining student records (photocopying, typing, filing)
Providing teachers with suggestions for better management of study halls		Supervising study halls
Assisting the school principal with identifying and resolving student issues/needs/problems		Assisting with duties in the principal's office
Disaggregated data analysis/general data analysis		Clerical record keeping
Working with students to provide small- and large-group counseling students		Work with one student at a time in a therapeutic clinical mode
Advocating for students at individual education plan meetings, student study teams and school attendance review boards		Preparation of individual education plans, student study teams and school attendance review boards

# MANAGEMENT SYSTEM – Use of Time

## WORKSHEET

Directions: Check off which activities you have done in the last day/week/month/semester, to monitor the appropriateness of the tasks you are taking on.

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## School Counselor Performance Appraisal Form

The school counselor performance appraisal form contains basic standards of practice expected from school counselors. These performance standards not only function as the basis of counselor evaluation but also serve as guides for self-evaluation. This form can be used by the school counselor as a self-evaluation or by the principal along with the required professional support staff appraisal form.

### The standards to be evaluated are:

- Standard 1 Program Organization
- Standard 2 Guidance Curriculum Delivered to All Students
- Standard 3 Individual Planning with Students
- Standard 4 Response Services
- Standard 5 Systems Support
- Standard 6 School Counselor/Administrator Agreement
- Standard 7 Use of Data
- Standard 8 Student Monitoring
- Standard 9 Master Calendar/Time
- Standard 10 Results Evaluation
- Standard 11 Program Audit
- Standard 12 Advisory Council
- Standard 13 Infusing Themes

The performance standards are to be assessed by indicating "Yes" or "No" to each of the standards. Comments under each section could indicate strengths in that standard or recommendations.

<b>Standard 1: The professional school counselor plans, organizes and delivers the comprehensive school counseling program.</b>	<b>YES</b>	<b>NO</b>
1.1 A program has been written to meet the needs of the school.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 The professional school counselor demonstrates interpersonal relationships with students.	<input type="checkbox"/>	<input type="checkbox"/>
1.3 The professional school counselor demonstrates positive interpersonal relationships with educational staff.	<input type="checkbox"/>	<input type="checkbox"/>
1.4 The professional school counselor demonstrates positive interpersonal relationships with parents/guardians.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	

<b>Standard 2: The professional school counselor implements the guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.</b>	<b>YES</b>	<b>NO</b>
2.1 The professional school counselor teaches guidance units effectively.	<input type="checkbox"/>	<input type="checkbox"/>
2.2 The professional school counselor develops materials and instructional strategies to meet student needs and school goals.	<input type="checkbox"/>	<input type="checkbox"/>
2.3 The professional school counselor encourages staff involvement to ensure the effective implementation of the guidance curriculum.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	
<b>Standard 3: The professional school counselor implements the individual planning component by guiding individuals and groups of students and their parents through the development of educational and career plans.</b>	<b>YES</b>	<b>NO</b>
3.1 The professional school counselor, in collaboration with parents, helps students establish goals and develop and use planning skills.	<input type="checkbox"/>	<input type="checkbox"/>
3.2 The professional school counselor demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	
<b>Standard 4: The professional school counselor implements the responsive services component through the effective use of individual and small-group counseling, consultation and referral skills.</b>	<b>YES</b>	<b>NO</b>
4.1 The professional school counselor counsels individual students and groups of students with identified needs/concerns.	<input type="checkbox"/>	<input type="checkbox"/>
4.2 The professional school counselor consults effectively with parents, teachers, administrators and other relevant individuals.	<input type="checkbox"/>	<input type="checkbox"/>
4.3 The professional school counselor implements an effective referral process with administrators, teachers and other school personnel.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	
<b>Standard 5: The professional school counselor implements the systems support component through effective guidance program management and support for other educational programs.</b>	<b>YES</b>	<b>NO</b>
5.1 The professional school counselor provides a comprehensive and balanced guidance program in collaboration with school staff.	<input type="checkbox"/>	<input type="checkbox"/>
5.2 The professional school counselor provides support for other school programs.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	
<b>Standard 6: The professional school counselor has discussed the counseling department management system and the</b>	<b>YES</b>	<b>NO</b>

<b>program action plans with the school administrator.</b>			
6.1 The professional school counselor has discussed the qualities of the counselor management system with the other members of the counseling staff and has agreement.		<input type="checkbox"/>	<input type="checkbox"/>
6.2 The professional school counselor has discussed the program results that will be obtained on the action plans for the school year.		<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____		Date: _____	
<b>Standard 7: The professional school counselor knows how to use data as a guide to program direction and emphasis.</b>		<b>YES</b>	<b>NO</b>
7.1 The professional school counselor uses school data to make decisions regarding student choice of classes and special programs.		<input type="checkbox"/>	<input type="checkbox"/>
7.2 The professional school counselor uses data from the counseling program to make decisions regarding revisions to the school counseling program.		<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____		Date: _____	
<b>Standard 8: The professional school counselor monitors the students on a regular basis as they progress in school.</b>		<b>YES</b>	<b>NO</b>
8.1 The professional school counselor is accountable for monitoring the progress of every student.		<input type="checkbox"/>	<input type="checkbox"/>
8.2 The professional school counselor implements monitoring activities appropriate to his/her own school.		<input type="checkbox"/>	<input type="checkbox"/>
8.3 The professional school counselor develops appropriate interventions for students as needed and monitors their progress.		<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____		Date: _____	
<b>Standard 9: The professional school counselor implements the master calendar/time component to have an efficiently run program.</b>		<b>YES</b>	<b>NO</b>
9.1 The professional school counselor uses a master calendar to plan activities through the year.		<input type="checkbox"/>	<input type="checkbox"/>
9.2 The professional school counselor distributes the master calendar to parents, staff and students.		<input type="checkbox"/>	<input type="checkbox"/>
9.3 The professional school counselor posts a weekly/monthly calendar.		<input type="checkbox"/>	<input type="checkbox"/>
9.4 The professional school counselor analyzes his/her time spent in each of the four areas of the management system to achieve a healthy balance.		<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____		Date: _____	
<b>Standard 10: The professional school counselor has developed a results evaluation for the program.</b>		<b>YES</b>	<b>NO</b>
10.1 The professional school counselor includes every student in the results.		<input type="checkbox"/>	<input type="checkbox"/>
10.2 The professional school counselor works with members of the school counseling team and with the principal to formulate the desired results.		<input type="checkbox"/>	<input type="checkbox"/>

10.3 The professional school counselor knows how to collect and process data.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	
<b>Standard 11: The professional school counselor conducts a yearly program audit.</b>	<b>YES</b>	<b>NO</b>
11.1 The professional school counselor provides a yearly program audit that includes the results of all the program components.	<input type="checkbox"/>	<input type="checkbox"/>
11.2 The professional school counselor shares the results of the program audit with the advisory council.	<input type="checkbox"/>	<input type="checkbox"/>
11.3 The professional school counselor uses the yearly audit to make changes in the school counseling program for the following year.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	
<b>Standard 12: The professional school counselor is responsible for establishing and convening a school advisory council for the comprehensive school guidance and counseling program.</b>	<b>YES</b>	<b>NO</b>
12.1 The professional school counselor has met with the advisory council.	<input type="checkbox"/>	<input type="checkbox"/>
12.2 The professional school counselor has reviewed the school counseling program audit with the council.	<input type="checkbox"/>	<input type="checkbox"/>
12.3 The professional school counselor keeps a record of meeting information.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	
<b>Standard 13: The professional school counselor is a student advocate, leader, collaborator and a systems change agent.</b>	<b>YES</b>	<b>NO</b>
13.1 The professional school counselor promotes academic success of every student.	<input type="checkbox"/>	<input type="checkbox"/>
13.2 The professional school counselor promotes equity and access for every student.	<input type="checkbox"/>	<input type="checkbox"/>
13.3 The professional school counselor takes a leadership role within the counseling department, the school setting and the community.	<input type="checkbox"/>	<input type="checkbox"/>
13.4 The professional school counselor understands reform issues and works to close the achievement gap.	<input type="checkbox"/>	<input type="checkbox"/>
13.5 The professional school counselor collaborates with teachers, parents and the community to promote academic success of students.	<input type="checkbox"/>	<input type="checkbox"/>
13.6 The professional school counselor builds effective teams by encouraging collaboration among all school staff.	<input type="checkbox"/>	<input type="checkbox"/>
13.7 The professional school counselor uses data to recommend systemic change in policies and procedures that limit or inhibit academic achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____	Date: _____	



